



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### FORENSIC (D UNIT) SECURITY PROCEDURES

**Effective Date:** January 2, 2008

**Policy #:** FP-04

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**I. PURPOSE:** To provide for security procedures specific to the Forensic Unit (D Unit) of Montana State Hospital.

**II. POLICY:** The Forensic Unit of Montana State Hospital primarily houses persons charged with crimes, found guilty of crimes, found not guilty by reason of mental illness in criminal proceedings, or persons transferred from state correctional facilities. A higher level of security will be maintained on this unit in order to provide appropriate safety for patients, employees, and the public and to reduce the risk of unauthorized leave. This policy does not apply to other units of Montana State Hospital where people on forensic commitments may be placed after a period of evaluation and treatment on D Unit.

**III. DEFINITIONS:**

Forensic Commitments - Those occurring under Title 46, Section 14 of the Montana Code and refer to person on Court Orders for Evaluation (COE); Unfit to Proceed (UTP); Not Guilty by Reason of Mental Illness (NGMI); Guilty but Mentally Ill (GBMI); or revocation of a conditional release under this section of law. The term also refers to persons transferred from Montana Department of Corrections facilities who may be on civil commitments.

Forensic Patients – Patients at Montana State Hospital on a forensic commitment.

Forensic Unit – D Wing of the Main Hospital Building.

**IV. RESPONSIBILITIES:**

Psychiatrist/Psychiatric Advanced Nurse Practitioner/Physician Assistant assigned to the Unit – To coordinate the day to day management of the unit including safety issues and property allowances with the Program Manager and Nursing Supervisor by evaluating patient needs and writing orders and making treatment plan entries specific to individual patients.

Program Manager – To manage the program and personnel assigned to the unit in a way that provides safety and security and meaningful active patient treatment.

Nursing Manager – to oversee the delivery of nursing care including the supervision of nursing staff and adherence to security procedures on any and all shifts.

Registered Nurse – To manage operation of the unit on every shift and to provide supervision of nursing department personnel including Licensed Practical Nurses and Psychiatric Technicians.

Psychiatric Technicians – To monitor and follow procedures intended to limit the type and amount of items in patient's rooms.

- V. **PROCEDURE:** Psychiatric technicians will monitor the amount of material in patients' rooms by visual observation during searches both routine and random and when patients are admitted to the unit.

A. Property

1. Patients on D wing will be restricted to the following items in their rooms;
  - a. Seven sets of clothing.
  - b. Two pairs of gym shorts.
  - c. One pair of pajamas.
  - d. One sweat suit top and bottom.
  - e. Twelve sets of underwear and socks.
  - f. Two jackets.
  - g. Two pairs of shoes (excluding slippers) no heavy duty work boots (soft boots like Sorrels are acceptable as one pair of the shoes for winter.
  - h. Personal correspondence up to two inches thick.
  - i. Ten books and magazines (which are not pornographic, paramilitary, weapon-oriented, racist, or terrorist nature).
  - j. Thirty factory produced (no copies ) audio cassettes, audio CD's DVD or VHS tapes (which will need to be kept in a soft case).
  - k. Wedding band, watch, one set of small earrings/posts (to keep ear piercing open), and 1 thin-chained, religious jewelry item with Forensic Treatment Team approval.
  - l. A total of five scarves, bandanas or hats (baseball caps only).
  - m. One walkman, IPOD or MP3 player, and a small clock radio beginning at level two.
  - n. A reasonable amount of non-violent, non-sexual unframed pictures on the walls.
  - o. A small amount of non-contraband personal items that would fit into a shoe box, (trinkets, mementos 1 floppy disc) approved by the Forensic Treatment Team.
  - p. 13" TV, VHS player, DVD player and stereo; beginning on level

four as long as the total value does not exceed \$300.00 (volume must be kept low on all of these items).

- q. No items may be stored on the floor if patients cannot keep items in their closets or nightstands they are not allowed.
- r. One cubic foot of storage space per patient in the on-unit closet will be allowed for storage, in addition a small box for personal items behind the nursing station will be allowed to store toiletries, coffee and spices.
- s. An electric razor approved by the Forensic Treatment Team.
- t. No computers or video game systems (stand alone or hand held) will be allowed on the unit other than the ones supplied by the hospital.
- u. No plants may be in patient's room.
- v. Sharps, razors, weapons, lighters, matches alcohol drugs, pornography etc. are examples of prohibited items.
- w. The Treatment Team reserves the authority to restrict any property for safety or treatment reasons. Unauthorized property will be confiscated and donated or destroyed.

B. Nursing Station – Doors to the nursing station will be closed and locked at all times.

C. Entrance to the Unit – A log will be kept in the in nursing station listing names of all people entering and exiting the unit. Regular staff working the unit that shift must report to the nurse before leaving and returning.

D. Searches

- a. Random searches of patients, rooms will occur on day and afternoon shift All patients' rooms will be searched at a minimum one time a month. The nurse manager will coordinate with the unit day shift nurse a schedule for this to occur. Searches will be documented on the nurse's daily shift report.
- b. Entire unit ward or individual room searches may occur at any time that staff believes contraband may be present.

E. Visitation

- a. Visitors will not be allowed to bring any items for patients into the visiting room. Coats and handbags must be stored in provided lockers or left in cars.
- b. Patients who return from the visiting room will be pat searched and put through the metal detector.
- c. Visitors can put money into patients' accounts and may leave phone

cards and clothes as long as the amount of clothes does not exceed the limit.

- d. No food items may be sent in. Patients with level four and above privileges.
- e. Level one and level two patients will have non-contact visits by camera. Level three through level eight may have contact visits in visitor's room. Level nine and level ten may have contact visits on campus.
- f. Inappropriate behavior, such as, aggression, sexual contact, alcohol and drug use or any threatening or aggressive behavior will result in termination of visit.
- g. The treatment team reserves the authority to deny a visit for safety or treatment reasons.

**F. Patients returning to the Unit**

- a. Patients will not be allowed to bring anything back to the unit after an off unit activity.
- b. Patients need to clear the metal detector at all times. If unable to get through the detector, the hand held detector must be used. Patients may be pat searched at any time.
- c. Staff must be present at the metal detector to observe patients returning to the unit.

**G. Purchases**

Patients may make purchases from vendors which must be sent directly by the vendor to the unit. Purchases that are sent to a family member and then sent to the patient will be returned at the patient's expense. If a package comes in from a family member and there are items that the patient cannot have they will be returned at the expense of the the patient. If the patient does not have money to return the item it will be considered "abandoned property" and will be destroyed.

**H. Patient Rooms**

Patients are only allowed in their own room or unit common areas of D unit, such as the day room and TV room. Patients are not to go into rooms assigned to other patients.

**I. Unauthorized Areas**

Within five (5) feet of the of the nursing station doors or within ten (10)

feet of the exit doors unless authorized to exit.

J. Craft Room

1. Patients coming out of the craft room must pass through the metal detector and if unable to do so must be pat searched and wanded. Staff must be present at the metal detector to observe.

**VI. REFERENCES:** None

**VII. COLLABORATED WITH:** Hospital Administrator, Medical Director, Director of Nursing, Forensic Unit Treatment Team

**VIII. RESCISSIONS:** None, new policy

**IX. DISTRIBUTION:** All hospital policy manuals

**X. REVIEW AND REISSUE DATE:** January 2011

**XI. FOLLOW-UP RESPONSIBILITY:** Forensic Program Manager

**XII. ATTACHMENTS:** None

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Ed Amberg  
Hospital Administrator

Date

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Date